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14 June 1951

MEMORANDUM FOR: Acting Deputy Director/Administration

SUBJECT: T/O Vacancies and Needs

1. In accordance with your instructions of 12 June, the following report on the status of the Office of General Counsel is submitted.

1. a. There are currently two vacancies on the T/O of this office -- one for a lawyer at a grade GS-15 and one for a clerk-typist, GS-3.

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b. In process to fill the GS-15 slot is a request to ADSO for the transfer of [REDACTED] ADSO has agreed but has asked for the transfer of another lawyer from my staff to his office. I have informed ADSO that I am unable to release anyone at this time but would like to continue rotating members of my staff to his office.

A request for a clerk-typist, GS-3, was submitted to Personnel on 26 March 1951 as additional typing help is badly needed for the law office established in the "L" Building to service OSO and OPC. We are informed that there are prior unfilled requests and consequently there is no one presently available for this position.

c. Priority of Requirements. In view of the above, there is no priority of requirements within the office, but I request that the needs of the lawyers in the "L" Building for additional typing help be carefully weighed against the other applications for this grade and qualifications regardless of the date when the request was submitted.

2. As to needs in excess of the T/O, you are familiar with my attempts to recruit another lawyer with ability and considerable private practice. I have made offers since last Fall to four outside lawyers who seemed to fill these qualifications, but each was refused for personal reasons by the lawyer concerned. I have considered six to eight other applicants as well as several possibilities from within

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the Agency, but have determined that they are not suitable either by lack of qualifications or experience. I have under present consideration two possibilities either of which will be excellent, but both of whom are reluctant to leave their present occupation. If the right person is found, another slot will be acquired by this office probably at the GS-15 level. From among the two GS-15's, it will be planned to eventually raise the Deputy to a promotion at a GS-16.

The addition of one lawyer at this level would require the addition of one secretary-stenographer at a grade GS-7. Total needs in excess of current T/O, therefore, would be two slots: GS-15 and GS-7.

3. No additional facilities are needed at the present time, but if the additional lawyer is brought on duty it will be necessary to provide space for him and his secretary.

LAWRENCE R. HOUSTON
General Counsel

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